

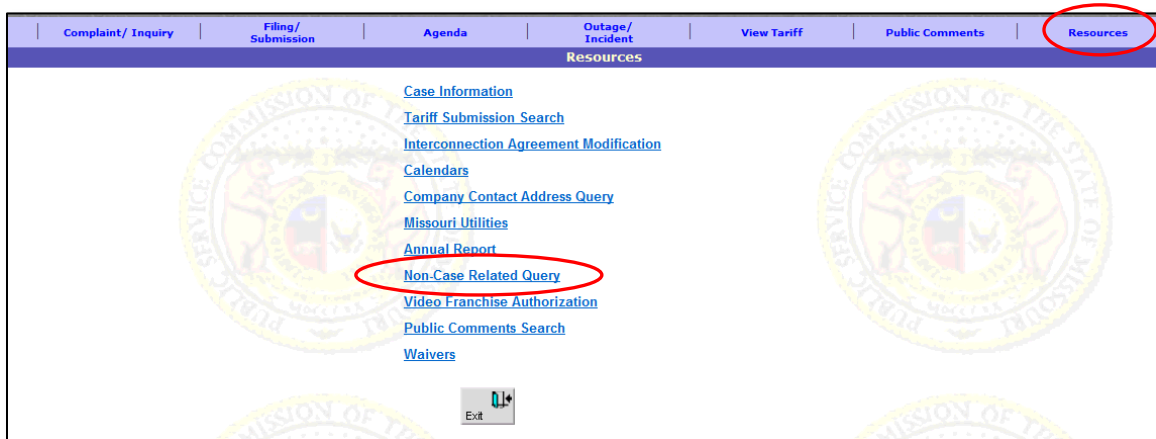
Missouri Public Service Commission

EFIS – View Non-Case Related Submission

There are two methods to view non-case related submissions in EFIS.

Method One – This method is applicable to all non-case related submission types.

1. Log on to EFIS.
2. From the Welcome screen, click the '**Resources**' menu option
3. Select the '**Non-Case Related Query**' link to continue to the '**Non-Case Related Search**' screen.



4. On the Case Filing/Submission Search screen, input or select from the drop-down lists the applicable criteria.
5. Select the '**Search**' button to continue to the '**Non-Case Related Search Results**' screen.

A screenshot of the 'Non-Case Related Search' form. The form is titled 'Non-Case Related Search' in a purple header bar. It contains several input fields and dropdown menus: 'From Date' and 'To Date' (both with calendar icons and a note '(Limited to 12 months)'), radio buttons for 'Non-Case Related' (selected) and 'Small Company Rate Increase', a 'Type of Submission' dropdown menu (set to 'Low-Income Weatherization Reports (Gas and Electric)'), a 'Tracking No.' text field, a 'Utility Type' dropdown menu (set to 'Electric'), a 'Company Name' dropdown menu (set to 'Electric Missouri, Inc.-Investor(Electric)'), a 'Date of Report' text field with a calendar icon, and a 'Reporting Year' text field. At the bottom of the form, there are three buttons: 'Search' (circled in red), 'Clear', and 'Exit'.

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- Under 'Tracking No.', select the applicable tracking number link to open the 'Tracking Sheet' screen.

Non-Case Related Search Results

Missouri Public Service Commission Review of Annual Report Submissions. The Missouri Public Service Commission Staff reviews annual report submissions for completeness. The review does not include verification of the accuracy of financial or technical information provided by the utility company in the annual report. Specific questions related to the financial or technical information included within the annual report should be directed to the utility company contact.

Search Criteria
Utility Type: Electric
Company Name: Electric Missouri, Inc.-Investor(Electric)
Type Of Submission: Low-Income Weatherization Reports (Gas and Electric)

| Tracking No. | Title of Filing | Date Submitted to EFIS | Date Filed |
|--------------------------------|---|------------------------|------------|
| BLWR-2016-1904 | Low-Income Weatherization Reports (Gas and Electric) Comments: Electric Missouri Low-Income Wx report ending 3-31-2016 | 6/29/2016 | 6/29/2016 |
| | Amended Report | 6/29/2016 | 6/29/2016 |

Print Save as File New Search Exit

- Under 'Item No.', select the applicable item link to open the document.

Tracking Sheet - Internet Explorer

Sunshine Request Google Bank of St. E. Jeff City Weather PSC Internet EFIS TEST ME KRCG TV MO Bus Search

Tracking No: BLWR-2016-1904
Type of Submission: Non-Case Related Submission

| Item No. | Date Filed | Title Of Filing | Filed On Behalf Of |
|-------------------|------------|---|--|
| 1 | 6/29/2016 | Low-Income Weatherization Reports (Gas and Electric) Comments: Electric Missouri Low-Income Wx report ending 3-31-2016 | Electric Missouri, Inc.-Investor(Electric) |
| 2 | 6/29/2016 | Amended Report | Electric Missouri, Inc.-Investor(Electric) |

Print Exit

100%

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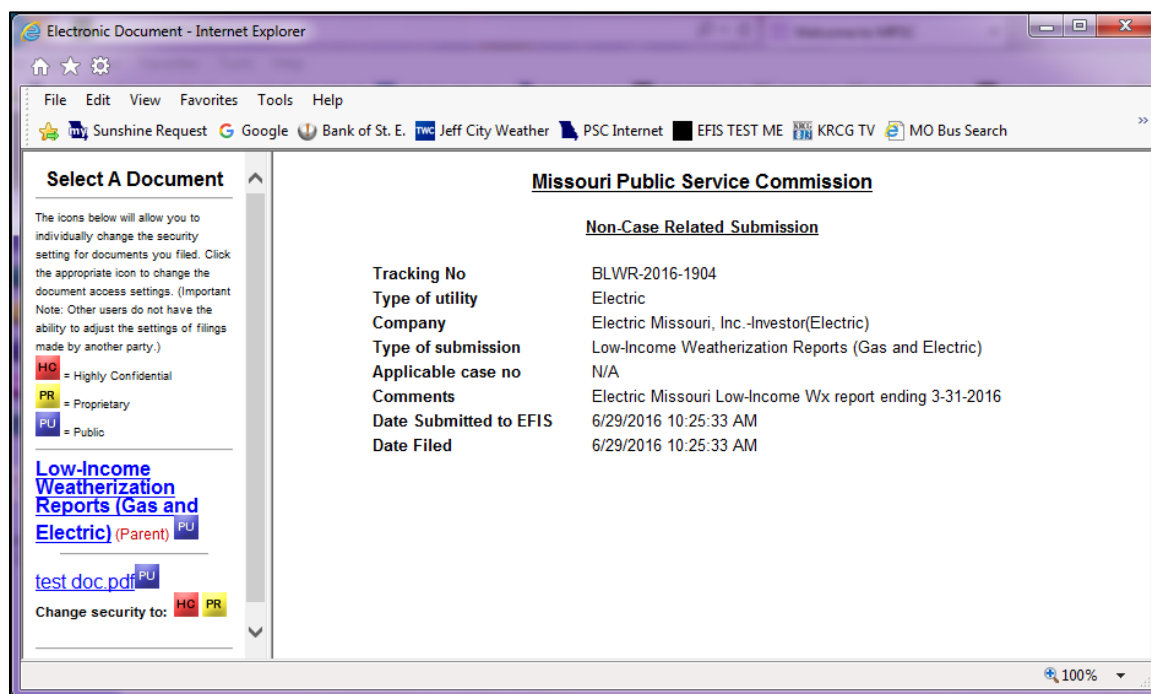
EFIS – View Non-Case Related Submission

On the document screen:

8. A split screen window will open.
9. The right side of the window is called the Parent Page. All case filings with the exception of Commission Orders and Notices will have a parent page. The Parent Page is a summary of the submission details. It displays the information that was input into the submission screen. The Parent Page also captures the date and time the submission was filed into EFIS.
10. The left side of the window is the Attachment Window. It contains links to all document attachments uploaded for the submission.
11. The security designation for the document will be displayed to the right of the document's filename.

NOTE: *that the document names are determined by the filers. The system does not name the documents.*

12. To view a document, click the document link.
13. Depending on your browser settings, the document may open in a new window or in the window where the Parent Page had previously been displayed.
14. Documents can easily be saved/downloaded by right-clicking the document link and selecting 'Save target as...'.
15. For Commission Orders and Notices, the document will open without a parent page.
16. The individual who made the submission has the ability to change the security level of a document within 14 days of the submission. Security levels can only be increased. After 14 days, security changes can only be made by the Data Center or Helpdesk. To update the security level, click the appropriate icon next to the 'Change security to:' option displayed below the document link.



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EFIS – View Non-Case Related Submission

Method Two – This method is applicable to all non-case related submission types.

1. Log on to EFIS.
2. From the Welcome screen, click the **'Filing/Submission'** menu option
3. Select the **'Non-case Related Tracking Sheet'** link to continue to the **'Tracking Sheet'** screen.



4. Beside **'Tracking No.'**, input the applicable tracking number.

Tracking Sheet

Tracking No:

Type of Submission: Non-Case Related Submission

| Item No. | Date Filed | Title Of Filing | Filed On Behalf Of |
|----------|------------|-----------------|--------------------|
|----------|------------|-----------------|--------------------|

Print Clear Exit

5. Under **'Item No.'**, select the applicable item link to open the document.

Tracking Sheet

Tracking No: BLWR-2016-1904

Type of Submission: Non-Case Related Submission

| Item No. | Date Filed | Title Of Filing | Filed On Behalf Of |
|----------|------------|--|--|
| 1 | 6/29/2016 | Low-Income Weatherization Reports (Gas and Electric) Comments Electric Missouri Low-Income Wx report ending 3-31-2016 | Electric Missouri, Inc.-Investor(Electric) |
| 2 | 6/29/2016 | Amended Report | Electric Missouri, Inc.-Investor(Electric) |

Print Clear Exit

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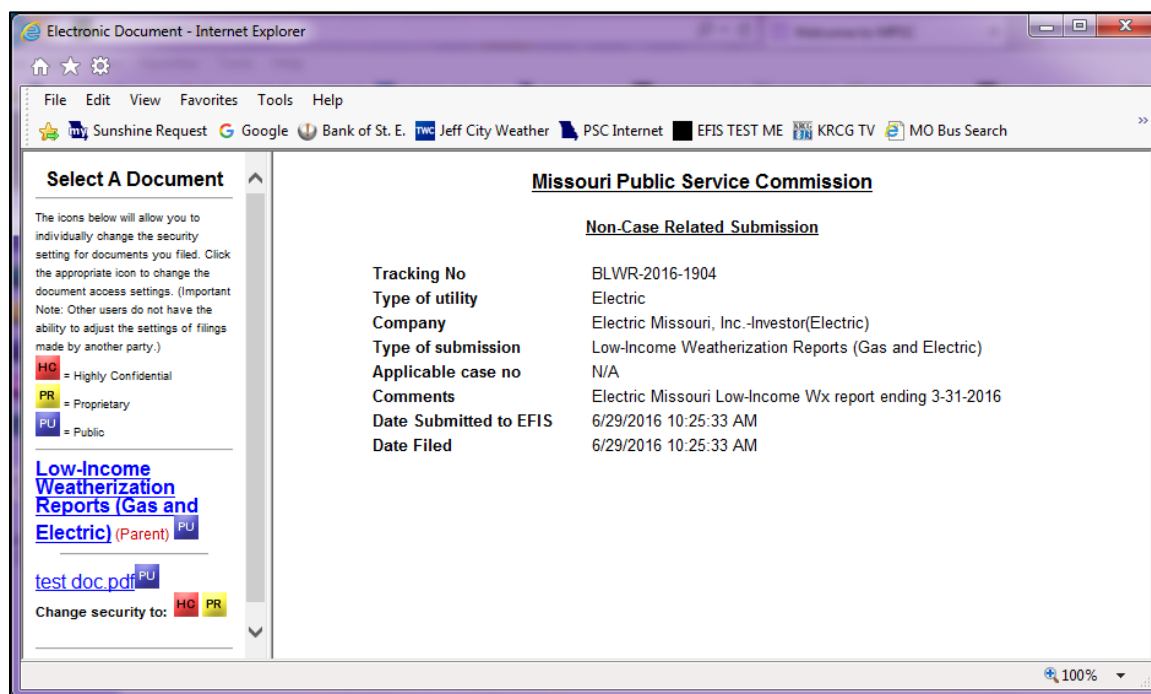
EFIS – View Non-Case Related Submission

On the document screen:

1. A split screen window will open.
2. The right side of the window is called the Parent Page. All case filings with the exception of Commission Orders and Notices will have a parent page. The Parent Page is a summary of the submission details. It displays the information that was input into the submission screen. The Parent Page also captures the date and time the submission was filed into EFIS.
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For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov.